

# Resignation Letter

Date: [Your Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have reached this decision due to the lack of developmental prospects within the organization. I believe that my career growth and aspirations can be better fulfilled elsewhere.

I am grateful for the experiences I have gained during my time at [Company Name] and would like to express my appreciation for the support of my colleagues and management.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities before my departure.

Thank you for the opportunities for personal and professional development during my time here. I hope to keep in touch in the future.

Sincerely,

[Your Name]